

THE VIDEO EVIDENCE PRESENTATION SYSTEM (VEPS)



**U.S. District Court
Northern District of Oklahoma**

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Table of Contents

PART ONE: COURTROOM AUDIO/VIDEO SYSTEM OVERVIEW	3
TOUCH PANEL SCREEN CONTROL DEVICES.....	3
AUDIO REINFORCEMENT	4
INFRARED SYSTEM	5
TELECONFERENCING	5
VIEWING VIDEO SOURCES.....	6
PART TWO: VIDEO EVIDENCE PRESENTATION SYSTEM (VEPS).....	6
TOUCH PANEL	7
LAPTOP COMPUTER	7
VCR.....	8
DVD	9
CASSETTE.....	9
DOCUMENT CAMERA.....	9
AUXILIARY AUDIO/VIDEO.....	11
ANNOTATION	11
COLOR VIDEO PRINTER.....	12
FINAL NOTE: QUESTIONS AND TRAINING	12
APPENDIX A: DOCUMENT CAMERA COMPONENT GUIDE.....	13

Introduction

The District Judge Courtrooms at the Boulder Federal Building are equipped with a comprehensive audio/video system designed to facilitate court record creation and evidence presentation.

Both District Judge Courtrooms have audio capabilities, including teleconferencing features, and infrared technology for assisted listening and language interpretation. They also have video capabilities, most of which are accessed from a portable presentation cart that can be used at multiple locations in the courtrooms.

In the following sections, we will discuss all features of the audio/video system that are relevant to the bar's general use of the system. Part One is a discussion of the key components of the audio/video system, excluding the Video Evidence Presentation System (VEPS). VEPS is such a significant feature that we will discuss it separately in Part Two.

Throughout this document, system components are covered individually, with directions set apart by bordered boxes. In addition, when viewed online, this document includes hyperlinks that can take you directly to the topic or to related information on the topic.

Part One: Courtroom Audio/Video System Overview

The following components are discussed in Part One:

- [Touch Panel Screen Control Devices](#)
- [Audio Reinforcement](#)
- [Infrared System](#)
- [Teleconferencing](#)
- [Viewing Video Sources](#)

Touch Panel Screen Control Devices

There are three touch panels. Touch panels on the Judge's bench and Clerk's bench operate both the audio and video systems and are the control centers for all functions. A touch panel is also located on the Evidence Presentation Cart, but it only controls functions available on the cart.

When a function is selected on the touch panel, the button changes color to indicate that the function is activated.

For details about the touch panel located on the Visual Presentation Cart, please refer to the section called [Touch Panel](#) in [Part Two](#).



Audio Reinforcement

MICROPHONES

There are a variety of microphones throughout the courtrooms including gooseneck desk microphones, wireless handheld and lapel microphones, and omni-directional microphones.

Gooseneck Desk Microphones – Gooseneck desk microphones are installed at the judge's bench, witness, court reporter/clerk, probation, and attorney locations. On the base of each gooseneck desk microphone is a privacy mute button.



Gooseneck Desktop Microphone

Press the mute switch to mute a specific microphone in all speakers and all recording devices. Normal operation resumes when you press the mute switch again.

Important Note! The mute feature is the only fully private mode! Otherwise, your voice will be picked up on the court recorder.

Wireless Microphones – Wireless microphones are available for use in every courtroom. Two types of wireless microphones are available: handheld microphones and lapel microphones.



Handheld Wireless Microphone

- Slide the transmitter **POWER/OFF** switch to the **POWER** position. One of the three lights on the transmitter illuminates. Slide the transmitter **ON/MUTE** switch to the **ON** position and begin speaking or playing your instrument.
- Turn on the lapel microphone Slide the transmitter **PWR/OFF** switch to the **PWR** position. One of the three lights on the transmitter illuminates. Press the **POWER** button on the receiver. The green “power on” light on the receiver and the RF light(s) illuminates. Slide the transmitter **ON/MUTE** switch to the **ON** position and begin speaking or playing your instrument.
- Important Note! When you are finished, turn off the microphone(s) and return them to the Courtroom Deputy.

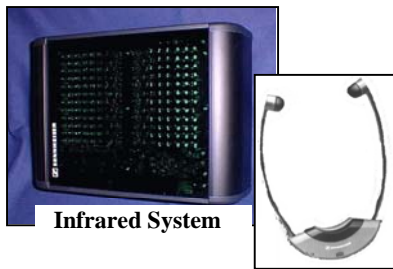
Omni-Directional Microphones – The omni-directional microphone is used for bench conferencing. When bench conference mode is selected on the touch panel, this microphone is automatically activated. All other microphones will be muted. Bench conferencing audio is transmitted only to the recording system and the clerk's auxiliary output, while noise is broadcast over the jury and gallery speakers.



Omni-directional Microphone

SPEAKERS

Speakers are located throughout the courtroom with dedicated speakers at the judge, reporter and witness locations.



Infrared System

Infrared System

A two-channel Infrared System is provided in the courtrooms: Channel 1 broadcasts the language interpretation; Channel 2 broadcasts the proceedings for the hearing impaired.

Emitters send audio signals to the headsets using infrared waves.

Arrangements should be made in advance with the Courtroom Deputy if you need to use the Infrared System.

Important! Make sure that you wear the receiver with the “Sennheiser” logo facing away from your body.

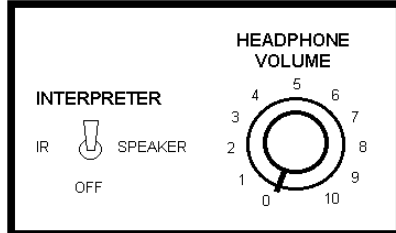


Interpreter Headset

INTERPRETER HEADSET

The Interpreter Headset has a cable that connects to the side of the Controller.

1. The Interpreter should place the headset over his/her head and pull the headband arms down until the speakers rest comfortably over the ears.
2. Position the microphone at the corner of the mouth. For the clearest transmission of the Interpreter's voice, make sure that the microphone is at the corner and not the center of the mouth.



Interpreter Connector

INTERPRETER CONTROLLER

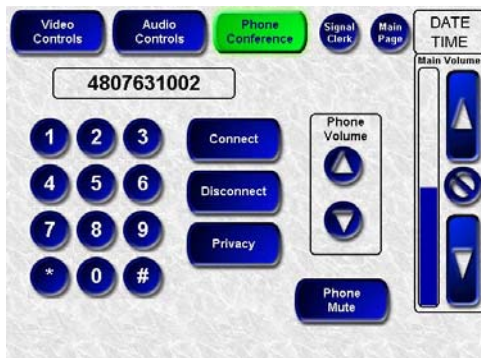
The interpreter control box has the following features:

- Adjust headphone volume up/down using the **Headphone Volume** dial
- Toggle interpreter microphone off (center **Off** switch setting)
- Broadcast to court (right **Speaker** switch setting)
- Broadcast to witness/defendant only (left **IR** switch setting)

The interpreter can connect the interpreter control box either at the interpreter receptacle, located just outside the witness box, or at the defense attorney table floorplate.

Teleconferencing

Teleconferencing capabilities are accessed from the Phone Conference option on the touch panels that are located at the Clerk's bench and Judge's bench. Arrangements should be made in advance with the Courtroom Deputy if you wish to use the teleconferencing feature.



Teleconference Menu Screen



LCD-Type Monitors: Jury Box Location

Viewing Video Sources

The witness and presentation cart locations have been provided with monitors that have touch annotation capability. Video feeds to the jury, witness, gallery, or attorney monitors can be activated or muted using the **Individual Downstream Video** options on the **Video Controls** screen.

Two (2) 42" plasma flat screen monitors have been provided for the gallery. These can be remotely muted or powered on and off via the touch panel.

Local settings of each display monitor such as brightness, contrast and image width are adjusted using the individual display's front panel. Images viewed on each monitor are identical to the images appearing on all other evidence presentation monitors throughout the courtroom.

Part Two: Video Evidence Presentation System (VEPS)



Component Rack on the Presentation Cart

The Video Evidence Presentation System is the most frequently used portion of the courtroom audio/video system for persons other than the judges and clerks.

The heart of the system is the Visual Presentation Cart, which can be used at the Lectern, behind the Defense table, and behind the Prosecution table.

The cart is a mobile, self-contained workstation that court staff and attorneys can use to effectively manage the visual presentation of evidence from a variety of sources. Attorneys should meet with court staff ahead of time to practice working with the Video Evidence Presentation System.

The Video Evidence Presentation System has several components—most of which are located on the Visual Presentation Cart. In addition, you can connect a laptop computer to the cart, probation, or attorney locations for audio/video presentations. You can also selectively control where the evidence video from any of the video sources is displayed.

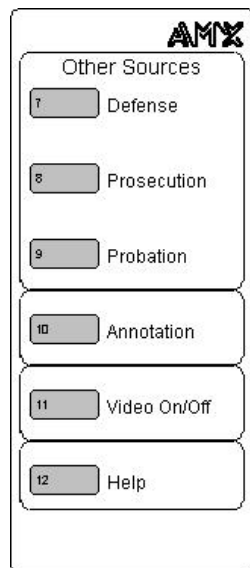
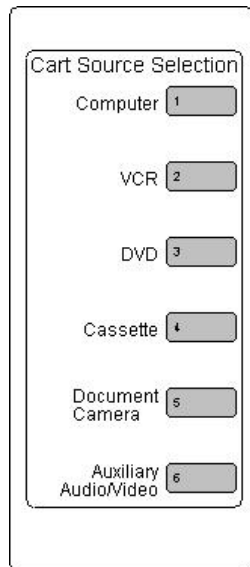
Note: Use the power switch located at the top right of the cart's component rack to power-on the system.

The Cart's components and features are discussed in the following sections:

- [Touch Panel](#)
- [Laptop Computer](#)
- [VCR](#)
- [DVD](#)
- [Cassette](#)
- [Document Camera](#)
- [Auxiliary Audio/Video](#)
- [Annotation](#)
- [Color Video Printer](#)



Cart Touch Panel Menu



Close-up View of Cart Menu Options

Touch Panel

Use the touch panel located on the Visual Presentation Cart to control the Video Evidence Presentation system.

DATE AND TIME

The top of the main menu displays the current date and time.

TIMER

The **Left** and **Elapsed** stopwatch displays the timer count down from the main **Audio Controls** screen on the Judge's and Clerk's touch panels

CART SOURCE SELECTION/FEATURES

Using the push buttons along the left (Cart Source Selection) and right (Other Sources) sides of the cart control screen, the presentation cart user can select the active source of the evidence presentation system.

When an option is selected on the cart touch panel, either the name of the selected source or a pop-up window with additional controls will appear.

Laptop Computer

You can connect a laptop computer to the cart or attorney locations and display images from the laptop on all of the courtroom monitors.

Note! For the highest picture quality, set the resolution to 800 x 600 on your laptop computer.

CONNECTING A LAPTOP TO THE PRESENTATION CART

1. Select Computer from the Cart Source Selections on the cart's touch panel or select **Cart Computer** from the Video Controls menu on the touch panels located at the Clerk's bench or Judge's bench.
2. Confirm that the power is off on the main unit and all other devices.
3. Insert one end of the provided cable into the interface connector labeled **Computer Video**.
4. Connect the other end of the cable to your laptop's monitor output connector.
5. Turn on the main power switch for the cart.

Important Note! Your laptop may require a function key to be selected in order to activate an output video source, (i.e., display an image on the courtroom monitors). Verify if your laptop computer has this feature, and if so, activate it.

As mentioned in the [Auxiliary Audio/Video](#) section, audio capabilities are available if your presentation includes sound:

1. Connect one end of the provided audio cable into the connector labeled **Computer Audio**.
2. Plug the other end of the cable into the headphone connector of your laptop.

CONNECTING A LAPTOP AT THE ATTORNEY LOCATIONS

1. Select **Defense** or **Prosecution** from the Cart Source Selection menu on the cart touch panel.
2. Connect one end of the provided cable to the video input connection on the computer interface plate at the attorney table.”
3. Connect the other end of the cable to your laptop’s monitor output connector.

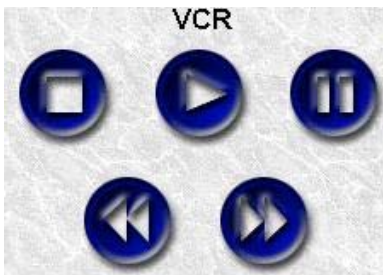
Note! Courtroom 2 features both front and back defense and prosecution computers, so you would select **Front (Defense)**, **Back (Defense)**, **Front (Prosecution)**, or **Back (Prosecution)**.

Follow these steps for adding audio:

1. Connect one end of the provided audio cable to the audio connector located on the floorplate. The style of the floorplate varies from courtroom to courtroom, but you will always use the audio connector.
2. Plug the other end of the cable into the headphone connector of your laptop.



VCR

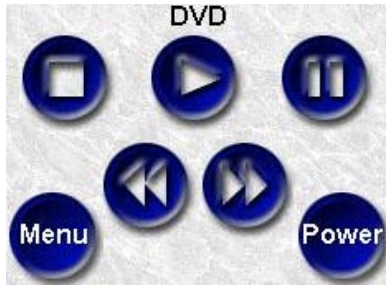


VCR Controls

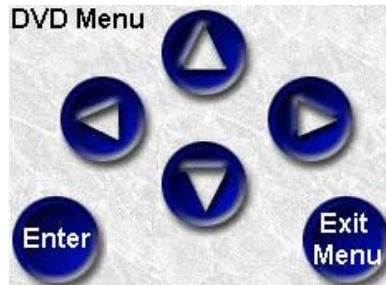
VCR

Use the VCR to play a videotape and display it on all of the courtroom monitors.

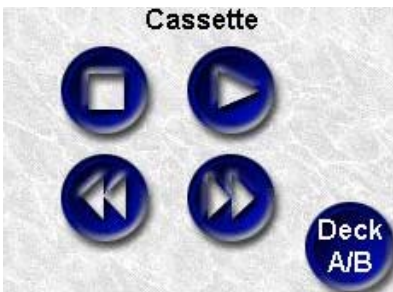
1. Insert the VCR tape.
2. Select **VCR** from the Cart Source Selection menu.
3. Select from the VCR Controls buttons on the pop-up window shown at left: **Stop**, **Play**, **Pause**, **Rewind**, and **Forward**.



DVD Controls



DVD Navigation Controls



Cassette Deck Controls



Document Camera

DVD

By selecting **DVD**, a pop-up window appears with **Rewind**, **Stop**, **Play**, **Pause**, and **Forward** control buttons.

Power - toggles the DVD player's power on or off.

Menu - opens another pop-up window for navigation of the DVD's menu screen using the cursor keys:

- Select **Enter** when the desired selection is highlighted.
- Select **Exit Menu** to close the DVD's menu screen and the pop-up window.

Cassette

By selecting **Cassette**, a pop-up window appears with standard control buttons for the audio cassette deck at the presentation cart. The **Stop**, **Play**, **Rewind**, and **Forward** control buttons function similarly to those described for the [VCR](#).

Select **DECK A/B** to switch remote control between Deck A and Deck B on the dual cassette deck.

Document Camera

The document camera allows text, diagrams and a variety of graphical material as well as small three-dimensional objects to be presented on the evidence presentation system.

- Select **Cart Document Camera** to access a pop-up window with controls to turn the document camera on and off and to remotely control the document camera features for Lights, Zoom, Iris, and Focus.
- Select **Power On** to turn on the document camera.
- Select **Power Off** to turn off the document camera.

- [Changing the Lighting](#)
- [Using the Zoom Function](#)
- [Adjusting the Brightness](#)
- [Adjusting the Focus](#)
- [Viewing Negative Films and X-Rays](#)

CHANGING THE LIGHTING

The document camera has three light settings. Each time you press the **Lights** button it cycles the document camera through back light on, all lights off, arm lights on, and then back light on again.

USING THE ZOOM FUNCTION

Use the Zoom function to adjust the display size of images.



- Select **Zoom In** to enlarge the image, which provides a more detailed image of objects located farther away from the camera.
- Select **Zoom Out** to reduce the image, which provides a broader view of the overall area within range of the camera.

ADJUSTING THE BRIGHTNESS

The brightness of images can be adjusted to accommodate dark or bright documents or objects as well as when a document is relatively small and greater contrast is required to distinguish it from the white of the object stage.



- Select **Iris Open** to increase the brightness of the image by opening the document camera's iris.
- Select **Iris Close** to dim the image by closing the document camera's iris.

Note: By default, the document camera is set to automatically adjust iris settings and manual adjustments may not be necessary.

ADJUSTING THE FOCUS

The document camera's focus can be adjusted automatically or manually.



- Select **Auto Focus** to toggle the camera between manual focus when off (**blue**) and automatic focus when on (**green**). By default, the document camera is in Auto Focus mode when initially powered on.
- Select **Focus In** to focus on objects located farther away from the document camera's lens.
- Select **Focus Out** to focus on objects located near the document camera's lens to provide a clear image.

VIEWING NEGATIVE FILMS AND X-RAYS

In cases where negative films need to be presented (e.g., x-rays, transparencies), the output image can be manually switched between negative and positive settings. Please see the courtroom deputy for assistance with this feature.

Auxiliary Audio/Video

Audio and video input capabilities are available for auxiliary devices including cassette decks, VCRs and [laptop computers](#). Standard cables--the type used with headphones and computer speakers—are provided.

Audio and video connectors are available on the presentation cart and on the connection plates at the attorney locations.

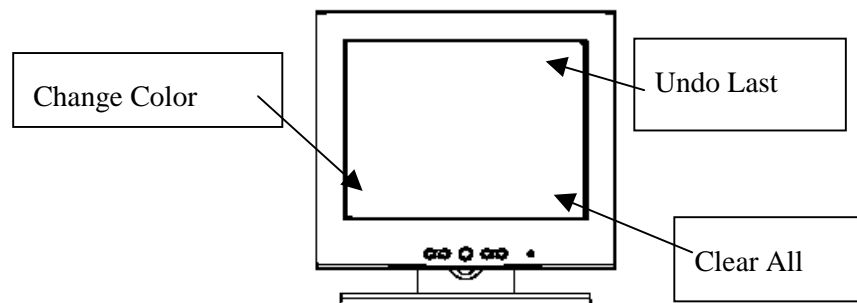
1. Connect one end of the appropriate provided cable to the connector labeled **Computer Audio** or **Computer Video** located on the top of the cart or on the connection plates at the attorney locations.
2. Plug the other end of the cable into the connector on your auxiliary device.

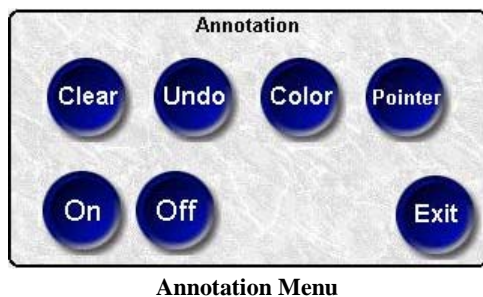
Annotation

A video annotation device is available at the witness stand and on the presentation cart. Each location is provided with a LCD flat screen monitor with touch-enabled annotation capabilities. By touching the LCD screen, the user is able to input graphical testimony into the evidence presentation system.

By touching the screen with a finger or stylus, the user can create freehand drawings. By tapping on the screen, an annotation mark can be placed on the image.

- **Clear All** - Touch the lower right corner of the screen to restart annotation, clear all entries and erase all markings on the screen.
- **Undo Last** - Touch the upper right corner of the screen to erase the most recent entry.
- **Change Color** - Touch the lower left corner of the screen to change the color of the markers, cycling through seven (7) colors.





TOUCH PANEL ANNOTATION CONTROLS

By selecting **Annotation** from the Touch Panel menu, a pop-up window appears to remotely power annotation on and off, as well as control the annotation system.

- Select **On/Off** to turn the annotation system on/off.
- Select **Clear** to restart annotation and clear all entries and erase all markings on the screen.
- Select **Undo** to erase the most recent entry.
- Select **Color** to change the color of the markers.
- Select **Pointer** to show or hide the up arrow pointer.
- Select **Exit** to close the pop-up window.

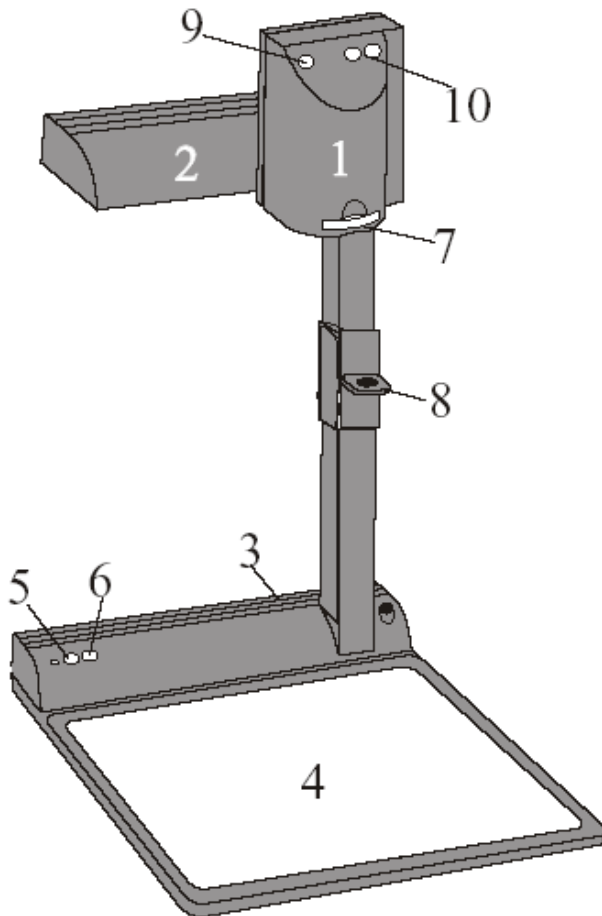
Color Video Printer

A color video printer has been provided at the presentation cart for the printing of high performance pictures (either 3.75" x 2.875" or 5" x 3.625" format) at approximately 400 dpi resolution. When the judge approves a request to print, the video printer can be used to print a still image captured from the evidence presentation system video.

Final Note: Questions and Training

It is recommended, if possible, that you practice with the courtroom systems so that you are completely comfortable when you appear. If you have questions about how to operate the audio/video system in a specific courtroom, please contact the respective Courtroom Deputy. However, please direct all training requests to the Court Clerk or Chief Deputy Clerk.

Appendix A: Document Camera Component Guide



- #1 Camera head
- #2 Light
- #3 Connectors (on the back)
- #4 Working surface
- #5 Power on/off key
- #6 Light key (Also works as White Balance key if pressed for 3 seconds)
- #7 Close up lens for camera
- #8 Pull ring
- #9 Auto focus on/off key
(a light above this key shows that the auto focus is on)
- #10 Zoom keys (if the Zoom keys are pressed simultaneously with the Auto focus key (9) they work as manual FOCUS keys.